

DDA SUBJECT FILE COPY

DA 89-0261

3 February 1989

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 3 February 1989

25X1 1. In conjunction with the Counterintelligence (CI) Center, the Office of Training and Education (OTE) conducted the pilot running of an Agency-wide CI Awareness Program for some 60 employees from all four directorates. Senior CI Center, Office of Security, Office of Medical Services, and Federal Bureau of Investigation officials [redacted]

25X1 2. OTE reports that the Comptroller taught a half-day course, "Understanding Our Budgeting Process," for 32 secretaries as part of the Electives Program for Secretaries. [redacted]

25X1 3. Six Office of Personnel (OP) recruiting teams completed a clerical recruiting blitz in Texas. Preceded by newspaper advertisements in five major Texas cities, they visited major business schools, gave hotel presentations, and distributed 210 Personal History Statements to qualified applicants. [redacted]

25X1 4. OP reports that implementation of the Electronic Time and Attendance System (ELECTAS) is now 98 percent complete, with all but the National Photographic Interpretation Center on ELECTAS. [redacted]

25X1 [redacted]

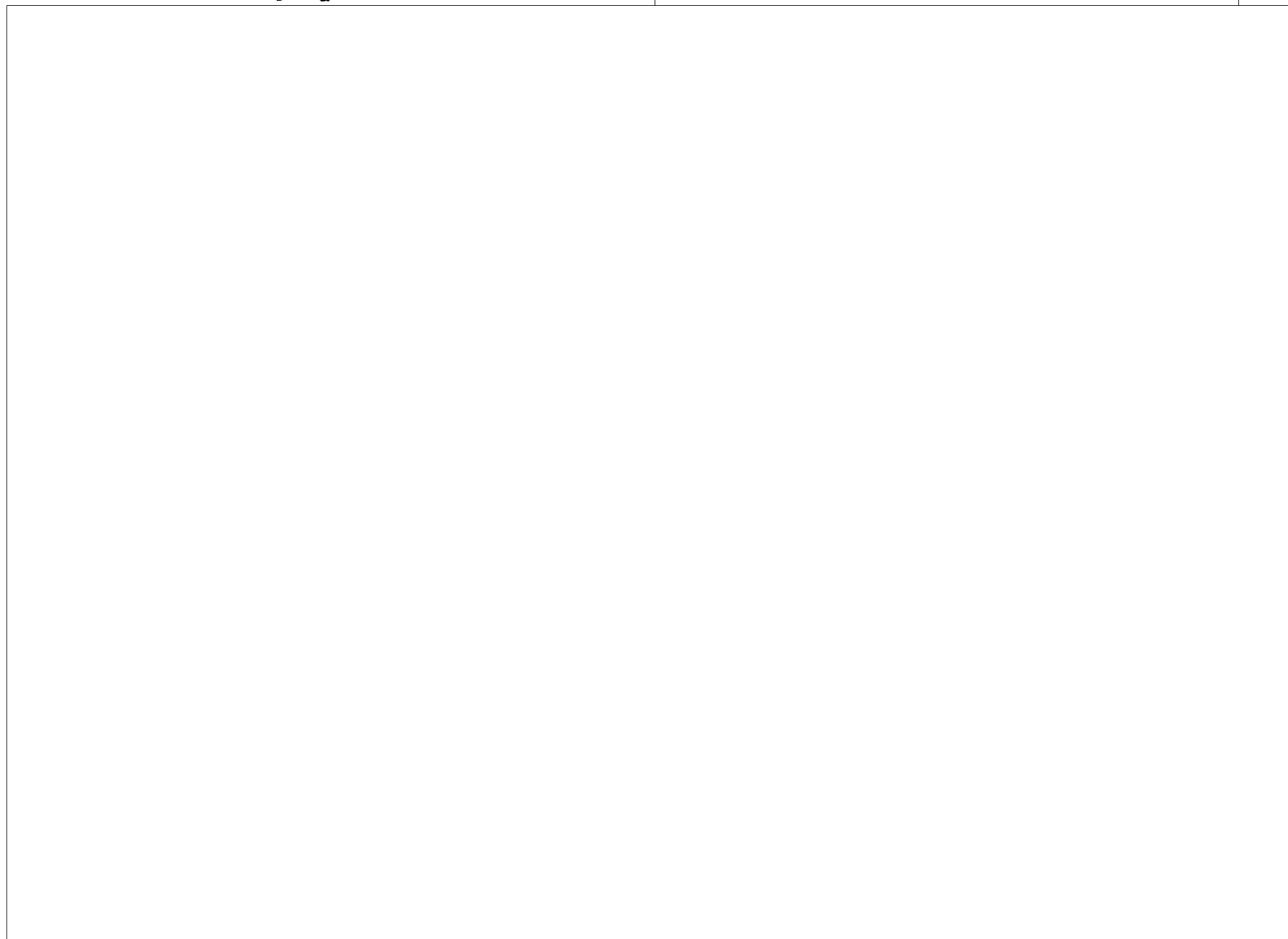
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DDA REGISTRY

FILE: OTM-11-AR

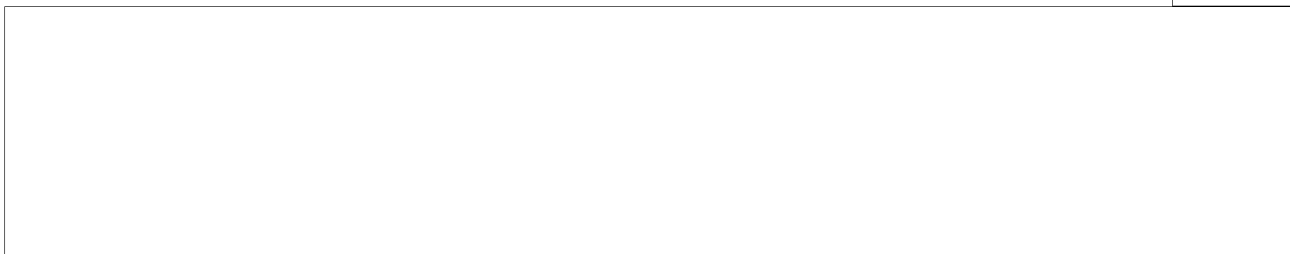
7. Office of Information Technology and Office of Communications personnel recently tested secure FAX machine connectivity with the MERCURY Packet Switching System (PSS) network. [redacted]

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12. OC has completed the installation of the MERCURY Packet Assembler/Disassembler [redacted] The message circuits will be activated after final equipment checks and operator training has been completed. [redacted]

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R. M. Huffstutler

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